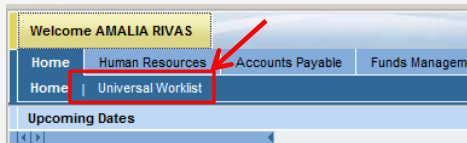


Quick Tips (no attachments) Reconciliation P-Card/T-Card/Toshiba GC



- ▶ Log into SAP using CITRIX and LAUSD Single Sign-on (Instructions found at <http://pcard.lausd.net>)
- ▶ Click on Universal Work List (UWL) to view transactions



- ▶ SAP will display the list of pending transactions. Click on the transaction to be reconciled.

Subject	From	Sent Date	Priority	Due Date	Status
Approve P-Card 5900047688, \$ 12.45, TOSHIBA BUSINESS SOLUT	Workflow System	Feb 27, 2014	Medium		In Progress
Approve P-Card 5900046913, \$ 173.45, SCHOOL NURSE SUPPLY, J	Workflow System	Feb 27, 2014	Medium		New
Approve P-Card document number 5900041167	Workflow System	Feb 3, 2014	Medium		In Progress

- ▶ A new window will appear that displays the 1st approver (reconciler) and 2nd approver (approving official). Click on the transaction number

Doc. Number	Document Type	Vendor	Reference	Debit Total
5900047688	KQ	7000001918	2014/02/18/01034	12.45

Approvers Preview		UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
▶	First Approver				○○○ A	Mr. Cardholder	02/27/2014 11:41:12	
▼	Second Approver				○○○		00:00:00	
•		TLEDFO...	TIFFANIE LEDFORD-YANG	1050901			00:00:00	

Quick Tips (no attachments)

Reconciliation P-Card/T-Card/Toshiba GC



▶ The Edit Parked Vendor Invoice screen will appear. Enter funding information:

Edit Parked Vendor Invoice 5900006060 1000 2014

Tree on Simulate Save as completed Post Editing options

Transactn Invoice Bal. 0.00

Vendor

Address

Mr. Cardholder

Exp 2016/09

323-266-5400

Ois

Vendor: 7000001012 SGL Ind: []

Invoice date: 09/05/2013 Reference: 2014/03/000536

Posting Date: 09/05/2013

DocumentNo: 5900006060

Amount: 149.45 USD Calculate tax: []

Tax Amount: []

Text: TOSHIBA BUSINESS SOLUT

Paymt terms: Due immediately

Baseline Date: 09/05/2013

S...	D/C	G/L acct	Short Text	T..	Tax jurisdicn code	Amount in doc.curr.	Fund	Func. Area	Cc
✓	Debit	580002	A Pcard Cl...			149.45	010-0000	1110-1000-13027	
	Debit								

1. Change the G/L account (commitment Item)
 2. Change fund (if needed)
 3. Change the Functional Area and hit enter (may require up to 3 times)
- SAP will generate the message "Items Changed in Line 1" and activate the Cost Center field.

▶ SAP will generate the message "Items Changed in Line 1" and activate the "Cost Center" field located to the right of the "Func.Area" field. Press enter to acknowledge the information box.

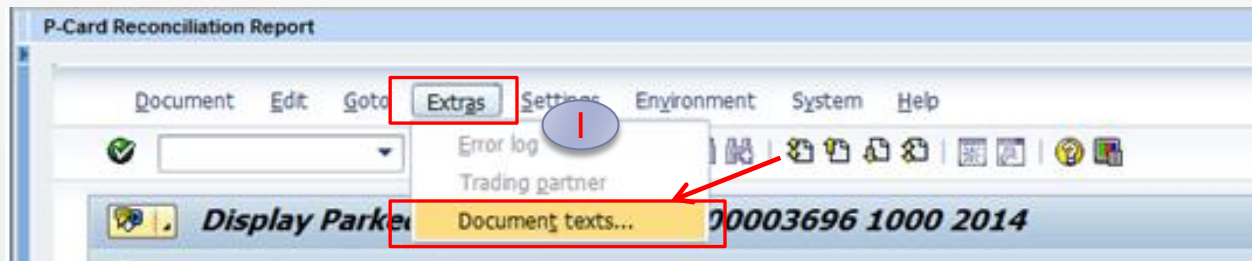
S...	D/C	G/L acct	Short Text	T..	Amount in doc.curr.	Fund	Func. Area	Cost center	Grant
✓	Debit	580002	Oth Noninst...		149.45	010-0000	1110-1000-13027	1XXXX01	NOT_REL
	Debit								
	Debit								


1. Enter your School's Cost Center

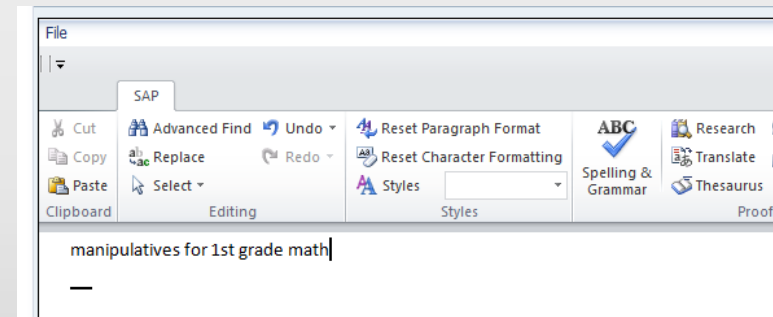
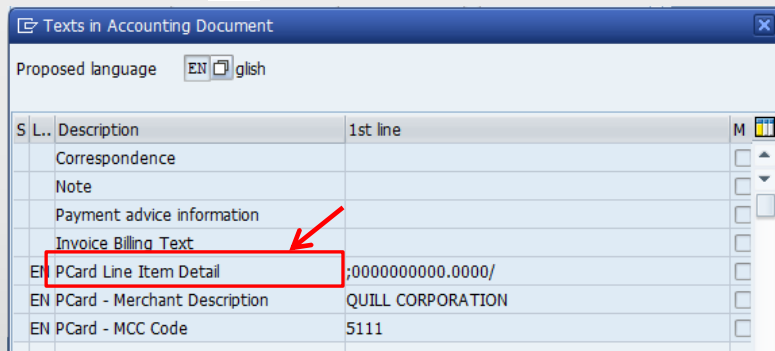
Quick Tips (no attachments) Reconciliation P-Card/T-Card/Toshiba GC



- ▶ Add a brief description of the items purchased by clicking on “Extras”, then choosing “Document Texts”.



- ▶ A new window will open, double click on “P-Card Line Item Detail”. A word document screen will pop-up for the user to enter a brief description of the items purchased. After replacing the existing text line, click the return button  at the top left to continue.



Quick Tips (no attachments) Reconciliation P-Card/T-Card/Toshiba GC



- ▶ Change the posting date and save as completed

Edit Parked Vendor Invoice 2 0006060 1000 2014

Tree on Simulate **Save as completed** Post Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax W.

Vendor 7000001012 SGL Ind Invoice date 09/05/2013 Reference 2014/03/000536 Posting Date **03/05/14** DocumentNo 5900006060 Amount 149.45 USD Tax Amount Text TOSHIBA BUSINESS SOLUT Mr. Cardholder Payment terms Due immediately Baseline Date 09/05/2013

Vendor Address: MARICELLA GARCIA, xxxxxxxxxxxx0959, Exp 2016/09, 323-266-5400

1 Items (Screen Variant : ZAP_FV60_SCR8_PCARD)

S...	D/C	G/L acct	Short Text	T.	Assignment	Earmarked...	E...	Text	Funded Program
✓	Debit	580002	Oth Noninst...		1804701TGA654813			Copies for m..	OPR00000

⚠ Period 03 adjusted in line with posting date 03/05/2014

1. Change the posting date
2. Click on "Save as completed"
3. A warning message may appear at the bottom of the screen, press enter to acknowledge

Quick Tips (no attachments)

Reconciliation P-Card/T-Card/Toshiba GC



- ▶ SAP will return the reconciler to the previous screen. The reconciler **must** click on the “Approve” button at the bottom right of the screen to approve the transaction.

Doc. Number	Document Type	Vendor	Reference	Debit Total
5900046913	KC	7000001358	2014/02/18/00250	173.45

[Add Approver](#) [Delete Approver](#)

Approvers Preview	UserID	Name	Location of Position	Status	Acted By	Acted on	Acted T...
First Approver				○○○ A	Mr. Cardholder	02/27/2014 11:35:10	
Second Approver				○○○		00:00:00	
	TLEDFO...	TIFFANIE LEDFORD-YANG	1050901			00:00:00	

Comments History

Li 1, Co 1 | Ln 1 - Ln 1 of 1 lines

[Approve](#) [Reject](#) [Save Approvers/Reviewers](#)

- ▶ The approved transaction will no longer display in the UWL (Universal Work List), if it does click on the “refresh” button (found above the “status” column) to update the UWL:

Tasks (1 / 2) Alerts Notifications SAPoffice Mails

Show: New and In Progress Tasks (1 / 2) All

[Refresh](#) [Print](#) [Close](#) [Help](#)